



Norwalk Community College

188 Richards Avenue
Norwalk, CT 06854-1655

PLEASE POST

ANNOUNCEMENT OF ANTICIPATED POSITION OPENING

July 25, 2015

DIRECTOR OF STUDENT ACTIVITIES

CCP-17, 12 month, 35 hours/week, Full time position, Tenure Track
OPEN TO THE PUBLIC

ANTICIPATED

STARTING DATE: Fall 2015

MINIMUM

QUALIFICATIONS: A Bachelor Degree in an appropriately related field with a minimum of two (2) years of full-time experience in student activities or student life in a higher education setting required. Experience advising student clubs, student government, organizing new student orientations, budgetary development, and event planning very helpful. A demonstrated understanding of the mission of the comprehensive community college and its diverse commuter student population is essential.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES: Under the direction and supervision of the Dean of Students, the Director of Student Activities develops, designs and implements a range of services to promote the social, cultural, fitness and recreational needs of students at Norwalk Community College. These services include such functional areas as: advising student government and other student organizations, including club budget development; co-curricular activities which enhance students' practical and community-service experience; activities which develop students' awareness and appreciation of multi-cultural social conditions; new student orientations; activities which develop students' leadership skills; and activities which support students' physical fitness and recreational needs. This position is also responsible for the supervision of the student center lounge and for planning and implementing student recognition events.

MINIMUM

SALARY: \$58,035 plus excellent State health insurance, retirement and related fringe Benefits.

APPLICATION PROCEDURE:

For additional information and application instructions, please see:
http://norwalk.edu/dept/hr/employment_opportunities

APPLICATION

DEADLINE: August 14, 2015

Norwalk Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the college does not discriminate in employment on the basis status or criminal record. The following person(s) has been designated to handle inquiries regarding the nondiscrimination policies: Cheryl DeVonish, Title IX Coordinator, cdevonish@norwalk.edu 203 857 7016 and Fran Apfel, 504/ADA Coordinator, fapfel@norwalk.edu, 203 857 7192, Norwalk Community College, 188 Richards Avenue Norwalk, CT 06854.

Norwalk Community College is an affirmative action/equal opportunity employer, M/F. Protected group members are encouraged to apply.

All employment, if offered, is contingent upon proof of citizenship of eligibility under the requirements of the Immigration Reform and Control Act (IRCA) and a background screening.



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